

EFFECTIVE

March 1, 2014.

Subject(s)

1. Hearings.
2. Application Processing.

1) HEARINGS**BAM 600****All Programs**

During much of 2013, the department conducted a hearings pilot project in Genesee County. As a result of this pilot, it was determined that a meaningful prehearing conference is a crucial component of the administrative hearing process, both for the client/applicant and DHS. Revisions to this policy therefore place a greater emphasis on the requirement to conduct such conferences on a State-wide basis. Changes to the policy include, but are not limited to:

- Effectively requiring a meaningful prehearing conference in all cases.
- Extending the front-end SOP from 15 to 21 days.
- Permitting DHS to dispose of requests for hearing by obtaining an in-person withdrawal at the time of the meaningful prehearing conference.
- Requiring DHS supervisory/management and partner participation at the meaningful prehearing conference.
- Requiring local offices to select a facilitator to present the Department's case at hearing.

Attorney General Representation

A DHS-1216AP, Request for Attorney General Representation, must be completed as soon as the department is aware that a client will be represented by an attorney, but no later than two weeks prior to the scheduled hearing.

Hearing Facilitators

Each local office is required to select a hearings facilitator and a backup facilitator to present the Department's case at administrative hearings.

Facilitators will be the local office expert on administrative hearings. A facilitator will have knowledge of the hearings process and will attempt to ensure consistent presentation of the Department's case.

Reason: To resolve hearing requests at the lowest possible level.

Communication Plan: Webinar from the Office of Workforce Development and Training.

2) APPLICATION PROCESSING

BAM 115

FAP ONLY

Interviews

An interview is required before denying assistance even if it is clear from the application or other sources that the group is ineligible. Do **not** deny the application if the client has not participated in a scheduled initial interview until the 30th day after the application date **even** if he/she has returned all verifications.

Reason: Policy clarification.

Eligibility Decisions-Denials

The last sentence under FAP Only should read - Do not deny the application if the client has not participated in the initial interview until the 30th day after the application date even if he/she has returned all verifications.

Reason: Correction.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[BAM 115](#)

[BAM 600](#)